



ADUR & WORTHING
C O U N C I L S

Street Naming and Property Numbering Policy

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Author:	Building Control Partnership Manager - Adur and Worthing Councils
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1. Introduction

- 1.1. The naming of streets within the Adur District and Worthing Borough is a statutory function of Adur and Worthing Councils (hereafter known as “the Council”). The legislation under which street name and numbering is carried out by Section 21 Public Health Act Amendment Act 1907, Towns Improvement Clauses Act 1847 and Sections 17 – 19 Public Health Act 1925.

Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is important as it allows:

- Emergency services to find a property quickly – delays can cost lives and money
 - Record keeping e.g. legal transactions, taxation, land registry
 - Post to be delivered efficiently by the Royal Mail
 - Visitors to locate their destination
 - Reliable delivery of goods and services
 - Records of service providers to be kept in an efficient manner
 - Allow all of the Council departments to work from one official address base.
 - Allow all National Services including Emergency Services to work from one official address base – NAG (National Address Gazetteer)
 - Delivery of central and local government services
- 1.2. Worthing and Adur Councils have the legal powers to allocate names and numbers, and ensure that the allocated name and number is correct and clearly displayed on residential and commercial property.
- 1.3. The Council is obliged to maintain a central database of street names and property addresses (the Local Land and Property Gazetteer) using the British Standard of addressing, known as BS7666. All addresses in existence and created must adhere to this standard.
- 1.4. Many legal transactions associated with properties are withheld until they can be identified by street name and numbers. For example, statutory undertakers will not normally connect their services until such time as the premises have been given a formal postal address.
- 1.5. Many developers forget to ask for their streets to be named until it becomes urgent causing delay to sales of properties. The Planning Department will produce an “Informative” on their notifications for Developers to contact the Street Naming and Numbering Department in respect of street naming and numbering as soon as work commences and will have a decision marker for any planning applications that will require an amendment to an address.
- 1.6. In the past some property developers and commercial property owners have assigned their own addressing causing problems for the new tenants, new business owners and services. A large number of commercial properties do not have a number due to self addressing, this causes problems for

emergency services and when a business changes hands as the name disappears and all that is left in the address is a street name and postcode.

- 1.7. Numerous properties and businesses do not clearly display a number.
- 1.8. Royal Mail will not assign a postcode until the Local Authority has notified them of the official address as the Street Naming and Numbering Authority.
- 1.9. The guidelines are relevant both to new developments and the renaming/renumbering of existing streets and buildings. The Council will require a submission for all new developments to ensure that the names and numbers are allocated consistently.

2. Applications for Street Naming and Numbering

- 2.1 The street naming and numbering procedure can be a lengthy one. It is therefore advisable that developers consult the Council at the earliest possible stage of a proposal, preferably when building work commences, and ideally before an unofficial name has been created, marketed or legal documentation drafted.
- 2.2 If an application is submitted at a late stage and is subsequently rejected, numerous problems can arise, especially if purchasers have bought properties marketed under an unapproved name.
- 2.3 Developers must be aware that marketing names are not to be confused with street names. It should be pointed out in the literature distributed to purchasers that marketing names used for the development may not form part of the final postal address. The Council reserves the right in all circumstances to replace a marketing name with a street name/s of its choice.
- 2.4 Business owners must be aware a number is to be displayed on the fascia of the business. A number must be applied to the business or unit and when a business premise is split consultation must take place with the Council to apply appropriate addressing.

The application form from the Developer should be accompanied by:

- A plan showing the street layout with existing street name or suggested street names. The plan should be at a scale of 1:1250 or 1:500 and should include a North Arrow.
- A detailed plan of the development clearly marked with the plot numbers of the proposed scheme. The plan must indicate the main/front entrance door for each property in relation to the street in which the premise is accessed.
- An internal layout, if appropriate, for developments that are sub divided at unit or floor level, e.g. a block of flats. The main entrance to the flats shall be clearly marked in relation to the street in which they are accessed.

For full guidance on applying for street naming and numbering, please see appendix A.

3. The Local Land and Property Gazetteer (LLPG); The National Land and Property Gazetteer (NLPG) and National Address Database (NAG)

- 3.1. All Street Naming and Numbering Authority processes must be linked to or combined with the LLPG Custodian function within a Creating Authority. Each Creating Authority is contracted under a data licence to create and maintain their LLPG by Local Government Information House. (LGIH)
- 3.2. The Councils are committed to the creation of their own LLPG which, together with the other 375 local authorities in England and Wales, make up the NLPG. Street Naming and Numbering is the single most important source of address change intelligence for the Council's LLPG and therefore the NLPG.
- 3.3. Ordnance Survey and the Local Government Group have entered into a joint venture partnership called "GeoPlace" to deliver a single national address gazetteer. It combines local government's address and streets gazetteer (the National Land and Property Gazetteer and National Street Gazetteer) with Ordnance Survey's OS MasterMap Address Layer 2. The joint venture includes the acquisition of Intelligent Addressing (Holdings) Limited (IA), the company currently running the NLPG and NSG hubs.
- 3.4. The NLPG is the national addressing solution for local authorities and for its partners. Local Government has invested £70 million in creating the NLPG and is committed to using the NLPG for all of its addressing requirements and services. The Councils have committed to using it as their primary address database and to link all systems to it.
- 3.5. The NLPG the definitive address list that provides unique identification of properties and conforms to the British Standard, BS 7666. The NLPG covers the whole of England and Wales and contains more than 30 million residential, business and non-mailing addresses and marketed commercially.
- 3.6. The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each local authority, the body with legal responsibility for street naming and numbering of property. As local authorities are the originators of addressing information an address dataset, developed and maintained at source by users of the data, will inevitably have the highest level of accuracy and completeness.
- 3.7. The NLPG will now feed into the National Address Gazetteer (NAG) which is a combination of NLPG, Royal Mail and Ordnance Survey address data.
- 3.8. The National Address Gazetteer is the only national address database to be used by all. There will no longer be separate addressing datasets held by Royal Mail, NLPG and Ordnance Survey.

4. Statutory Context

4.1. The Council is the street naming and numbering authority. All proposals for new street names/changes of name must be sent to the Council for approval prior to being brought into use. There are currently three sets of legislation that apply to the Naming and Numbering of Streets and Buildings in the district.

4.2 The legislation under which street name and numbering can be carried out is:

- (a) Section 21 Public Health Act Amendment Act 1907 (alteration of street name)
- (b) Sections 64 and 65 Towns Improvement Clauses Act 1847 (street naming and numbering provisions)
- (c) Sections 17-19 Public Health Act 1925 (naming streets and alteration and indication of street names)

4.3 Under the existing Council's Scheme of Delegation, the Building Control Partnership Manager has power to approve the following:

- Street naming – providing a street name to a new street or an existing street with no name;
- Property numbering – providing numbers to plots, in-fills (properties built between existing houses or in the grounds of), property conversions and commercial premises.
- Re-naming existing streets - this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services.
- Re-numbering existing properties and buildings - this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services and the inclusion of additional development.
- Allocating house numbers to properties that only have a house name – this function is carried out largely for public safety reasons and in consultation with the emergency services.
- Any other projects put forward at the discretion of the Building Control Partnership Manager.

Where possible the LLPG (Local Land and Property Gazetteer) Custodian will consult with the respective Parish Council and Ward Members.

In accordance with paragraph 5.7 where representations are received the matter may be brought before the relevant Cabinet Member for Regeneration for their views. The final decision will be made by the Building Control

Partnership Manager due to the amount of work and consultation required to tight timescales.

For the full wording of the Sections of the relevant Acts please see Appendix B

- 4.4 The Council does not have statutory powers relating to property naming. Property names are largely a matter for property owners. However, in order for a name to have practical effect it must be agreed with the Royal Mail who will only accept it once the local authority has verified it. This is to ensure that unauthorised development is not legitimised by the provision of a postal address and to avoid abusive or other unacceptable names being used.

5. Consultation

- 5.1. The Street Naming and Numbering Department will notify or consult, as appropriate with, the Royal Mail, Valuation Office, Land Registry, West Sussex County Council, Electoral Registration, Council Tax, Local Land and Property Gazetteer (LLPG), and other Council or external address databases before proceeding with the allocation of street names, property numbering or amendments to addresses. If amendments to property addresses are necessary then the Street Naming and Numbering Department will consult with the property owners prior to any address change taking place. The LLPG custodian is consulted to avoid duplication of street names, to ensure the correct spelling of street names from the definitive LLPG and to ensure compliance with BS7666.
- 5.2. Royal Mail are not responsible for addresses, their only role in address creation is to provide a valid postal code. However, their postal data products such as PAF™ (Postal Address File) are used by the majority of consumer service providers and private delivery firms and so non inclusion within Royal Mail data can lead to considerable problems for occupiers.
- 5.3. Royal Mail may also be consulted on new names and where similarly spelt or similar sounding names already exist in the area they will not be accepted. It advises against the practice of using multiple street name suffixes so that names can be used more than once (e.g. Cuckfield Road, Cuckfield Mews) as this gives rise to incorrectly addressed mail.
- 5.4. As a matter of course the LLPG Custodian will consult with the Building Control Partnership Manager, Royal Mail and West Sussex County Council regarding new street names. If a major or controversial development the Building Control Partnership Manager will consult with the Cabinet Members for Regeneration as appropriate.
- 5.5. Notification letters will be sent to occupiers if there is a change of street name, re-numbering or a numbering allocation to properties with just house names. In making such changes the Council is exercising statutory powers and its decision is final.

- 5.6. The LLPG Custodian will notify the Parish Council, as appropriate, and Ward Members of change of street name, re-numbering or a numbering allocation to properties with just house names.
- 5.7. Objections must be raised within 21 days of notification. If any objections are received, the LLPG Custodian will discuss the matter with the Ward Members, Parish Council, and if appropriate with the Cabinet Member for Regeneration to assist the Building Control Partnership Manager in the final decision.

6. Street Naming

- 6.1. A person who creates a new street has the right to name that street (Section 17 of the Public Health Act 1925). They are required to give notice to the Local Authority of the proposed name and the Local Authority has one month in which to object or confirm.
- 6.2. It is advised that “three” street names are suggested by the applicant to negate possible delays that might be caused by objections from the LLPG Custodian, the Building Control Partnership Manager, Royal Mail, West Sussex County Council or the Council itself. It may also be good practice to liaise with these local Councils and/or other local historical societies before any street name(s) are suggested.
- 6.3. In practice most developers are happy to leave the choice of street name with the Local Authority or enter into amicable discussion. In this instance the Council allows the Parish Council or Ward Members, if they so wish, to put forward suggested names to the developer. In areas where new development regularly takes place it is helpful to have previously agreed a list of names with the Building Control Partnership Manager and LLPG Custodian from which developers can choose as might be the case for larger site developments.
- 6.4. If the Parish Council or Ward Members wish to suggest a list of suitable street names (Section 17 of the Public Health Act 1925) to developers, it should do so as soon as it is aware development has commenced. Communication should be through the LLPG Custodian in order to prevent conflict with the Council’s Policy.
- 6.5. If the developer proposes the street names (Section 17 of the Public Health Act 1925), the LLPG Custodian will advise the Building Control Partnership Manager (and the other bodies as outlined in section 5) and will ask for comments. For large developments and street name changes the LLPG Custodian will consult with Parish Council or Ward Members. There is one month for approval or objection of the suggested street name by the Local Authority. All parties will be made aware of the need to reply and if it wishes to comment on the developer’s choice of street name it will be given a date by which to respond. If a reply is not received by the specified date, the name will be deemed to be accepted and a letter will be sent to the developer.
- 6.6. If the Local Authority, Royal Mail or Parish Council objects to the proposed street name it must notify the developer within one month of receipt. The

Local Authority will send the developer a letter of objection. The developer may appeal to the Magistrate Court within 21 days after the service of the notice.

6.7. For full policy guidance on the choice of street names and street naming conventions please see Appendix C.

7. Re-naming a Street

- 7.1. This can be very time-consuming process and re-naming streets may cause costs and or disruption to individual occupiers and wherever possible should be avoided. This is usually only done as a last resort eg. re-naming a street is sometimes considered when there are recognised problems for the Emergency Services.
- 7.2. Under Section 21 of the Public Health Acts Amendments Act 1907 the local authority has the power to alter names of streets. A request from residents/owners of properties for re-naming of a street must be made via the local authority who may use their powers under this provision providing the local authority have the consent of two thirds in number of the property owners in the street. They may alter the name of a street or any part of a street. In addition the Local Authority may cause the name of any street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection.
- 7.3. Where re-naming a street is involved, as much warning as is practicable will be given to the residents. Once the consent has been given as per paragraph 7.2 above and the new name is finalised, occupiers will be informed by providing them with at least one months' notice before the new name comes into effect to allow time to re-organise their personal correspondence etc and also take into account the need to seek advice from a Solicitor regarding any change to their Property Deeds. Changes immediately prior to Christmas and Bank Holiday periods will be avoided where possible.
- 7.4 The local authority may use its powers under the relevant act to enforce the street name.
- 7.5 A charge may be levied to the applicant and each household affected by the alteration.
- 7.6 If a person wilfully and without the consent of the local authority, obliterates, defaces, obscures, removes or alters any such name, they shall be liable to a penalty not exceeding £200 on the standard scale.

8. Numbering/Naming of Properties

- 8.1. The Council has the power to assign numbers to house and buildings 'as they think fit' and require the number to be displayed (Sections 64 & 65 Towns Improvement Clauses Act 1847).

- 8.2. Properties located in areas where no official numbering sequence exists should be named by the property owners as they see fit. Suggested names will be checked for possible duplication in the surrounding area within the LLPG and with Royal Mail. Names will not be considered acceptable if they may be construed as obscene, racist or contravene any aspect of the Council's Equality and Diversity Policy.

For full policy guidance on the property numbering/naming conventions please see Appendix D.

9. Re-numbering/Naming existing Properties

- 9.1. This is a very time-consuming process and re-numbering/naming existing properties may cause costs and/or disruption to individual occupiers. Re-numbering existing properties and buildings is considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services, or Royal Mail or other services, the inclusion of additional development, unofficial or no numbering has been applied.
- 9.2. For a new development within an existing street the use of suffixes of "A", "B" etc, or re-numbering where just a few properties are affected, is always preferable to wholesale re-numbering of a large street. However, this is not always possible and the re-numbering/renaming of properties will be at the discretion of the Building Control Partnership Manager.
- 9.3. Sections 64 and 65 of the Towns Improvement Clauses Act 1847 allow a Local Authority to require buildings to be marked with numbers "as they think fit". However, if there is a re-numbering of properties the Council will send notification letters to the property owners. The notification to property owners should give a specific date on which the re-numbering comes into effect. The time for compliance in terms of the legislation is one month, and the Council will normally allow two months for the new number to be displayed.
- 9.4. We cannot formally change a property name/number where the property is in the process of being purchased, that is until the exchange of contracts, although we can give guidance on the acceptability of a chosen name before this.
- 9.5. **Allocation of house/business numbers to properties with names only:**
- Numbering is carried out on receipt of such a representation for public safety reasons and has full support of the emergency services and to conform with BS7666, the British Standard of Addressing.
 - For a number of properties or a street, consultation is carried out with the LLPG Custodian, the Building Control Partnership Manager, Parish Council and Ward Members and if appropriate Cabinet Members for Regeneration. A notification letter will be sent to the property owners notifying them that house numbers/street names will be assigned. If any objections are received from property owners the LLPG Custodian will inform the Building

Control Partnership Manager, the Parish Council and Ward Members to assist the Building Control Partnership Manager in the final decision.

- After the numbering has been finalised, the property owners will be sent a Formal Notice listing 'Numbers of houses and buildings' together with a list of notified interested parties informed of the numbering sequence. The time for compliance in terms of the legislation is one month, however the Council will normally allow two months for the number to be displayed. A house name will continue to be used in conjunction with the designated house number.

9.6. Adding a house name or changing an existing house name to properties with no house number:

- The powers used by the Council do not relate to this function. However, as a matter of public safety, courtesy and to help maintain the Local Land and Property Gazetteer, the Street Naming and Property Numbering Officer will notify the Royal Mail, emergency services and Council bodies of the new house name. It is the responsibility of the owner to contact and notify all other contacts of the new name.

9.7. Adding house names or changing an existing house name to properties with an existing house number:

- The powers used by the Council do not relate to this function.
- For public safety reasons the property number will have to be used in conjunction with the house name, the number must always be included and displayed; the name cannot be regarded as an alternative. This is enforceable under Section 65 of the Towns Improvement Clauses Act 1847.
- If the Council receives notification of a new house name, as a matter of public safety, courtesy and to help maintain the Local Land and Property Gazetteer, the Street Naming and Property Numbering Officer will notify the Royal Mail and the LLPG Custodian that a name has been added to the official address. It is the responsibility of the owner to contact and notify all other contacts that the house name has been added as part of their address.

9.8. Removal of an existing house number and replaced by a name:

- The Council will not accept the substitution of a current property number with a property name. A name may be used in conjunction with a number (see section 9.7 above) but the number must always be included and displayed (enforceable under section 65 of the Towns Improvement Clauses Act 1847).

10. Naming a Private Un-Named Road

In such cases where Planning Permission has been given for new development on an existing un-named private road attempts must be made to consult with the land owner/road owner to name the road. Under the British Standard of Addressing; BS7666 properties must be numbered into the road of which the properties front door is accessed. It is important to liaise/consult with the land owner so he is aware of the importance. Royal Mail will not postcode the new development if the properties are not addressed into the road of which they are accessed.

Once agreement has been made regarding a proposed road name to name an un-named private road then any existing properties affected by this change should be consulted with to obtain a two third majority in favour to change their address to comply with the British Standard.

11. Street Nameplates

- 11.1. The developer will cover the initial costs of the street nameplates once the name has been agreed with the Council. New street nameplates must adhere to a specification provided by the Council.
- 11.2. Where a developer fails to install the nameplates or provides nameplates that do not meet with the Council's written specification, then the Council reserves the right to carry out appropriate remedial work and charge the developer on a time and materials basis.
- 11.3. For street nameplate advice and specification please contact the Engineering and Surveying Manager, Engineering Services, Business and Technical Services, Adur and Worthing Councils, Town Hall, Chapel Road, Worthing, BN11 1HA. Tel: 01903 221373.
- 11.4. Following installation, the Council will take over responsibility for the future maintenance and replacement of all street nameplates, provided they have been installed to the Council's specification.
- 11.5. Street nameplate priority will be given to problems encountered by emergency services.
- 11.6. The Towns Improvement Clauses Act 1847 draws no distinction between public and private roads. Whilst the initial provision of signage shall be the responsibility of the developer, the Council will undertake to repair and maintain street nameplates relating to private roads. This is to ensure that proper identification of streets can be maintained at all times, regardless of ownership.

12. Notifications

- 12.1. There are no statutory requirements for Local Authorities to provide details of changes to existing or new developments to any external organisations. However best practice recognises that the provision and sharing of this information facilitates better service delivery to the citizen and business communities.
- 12.2. The Council will therefore notify the Royal Mail and emergency services, via the NLPG hub, and Council bodies, via internal email, of any numbering, naming; re-numbering or re-naming.
- 12.3. Other bodies may be notified in the future via the NLPG hub; details of these can be found in Appendix E.
- 12.4. To conform with Data Protection legislation, it is important to note that all correspondence sent to Royal Mail and all services should not have the applicant's name and address on. This is for data protection reasons, simply copying all services in to the confirmation letter sent to the developer is not acceptable. In most cases this is simply a case of removing a few details and making some minor grammatical changes to the confirmation letter.

13. Postcodes

- 13.1. An important element of addressing nowadays is the Postcode. This identifies a number of postal delivery points and along with the Postal Town as defined by the Royal Mail. The Council is **not** responsible for allocating these codes; they are a Royal Mail product. The Council works closely with the Royal Mail to ensure that proposed addresses are acceptable **postally** and consults the Royal Mail on proposed schemes. Postcodes will generally be allocated before a scheme is approved.
- 13.2. As a matter of policy, the Royal Mail does not publish on its website addresses of properties that are not completed. This means that in certain cases addresses that have been agreed with the Council may not, for a while, be visible to anyone using the website to validate an address for purposes such as providing goods or services related to that address or its owner. The developer/owner/occupier should contact Royal Mail if problems of this nature are being experienced.
- 13.3. As stated in the introduction, Royal Mail will not accept a new address or change of address intelligence from anybody other than the Council's Street Naming and Numbering Department. Please do not assume a development will have the same postcode as the surrounding or existing properties. The Royal Mail should instruct occupiers to contact the Council for approval of any amendments to their current address.
- 13.4. A property's postal address Town may differ from its official address Town as the Royal Mail base their addresses on the closest Postal Town instead of the actual geographical town of the property e.g. 25 Another Road, Southwick, Brighton. The LLPG address must be applied.

- 13.5. Any complaints relating to the delivery of Royal Mail deliveries should be directed to Royal Mail by the person experiencing the problem. The Council is not responsible for the non delivery of mail or goods from Royal Mail.

14. Decision and Discretion

- 14.1. The Council's decision is final for the naming of streets, re-naming of streets, numbering or re-numbering of properties, however, appeals can be made via the Council's complaints policy.

15. Claims for Compensation

- 15.1. The Council is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering or re-numbering of properties.
- 15.2. The property developer should not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been issued by the Council. The Council will not be liable for any costs or damages caused by failure to comply with this.

16. Council Reference

- 16.1 All references to the Council or Local Authority relate to Adur District and Worthing Borough Councils.

17 Exemptions from Street Naming and Numbering

- 17.1 The postcode. This is issued by the Royal Mail and, unless a postcode allocated to a new property/properties is already in use, will be held in 'reserve' until the Royal Mail is notified by either the developer or the home owner that the property or plot is occupied.
- 17.2 Any complaints regarding correspondence and deliveries not being delivered to the correct address should be directed at the relevant delivery company's customer service department not the Council.
- 17.3 Address being unavailable on databases used by third parties, such as retail outlets (including Internet based ones); Satellite Navigation Systems, Street Maps, etc. Complaints should be directed to the relevant company.
- 17.4 Ordnance Survey maps or plans not featuring any new properties or streets. These need to be notified direct to Ordnance Survey. Ordnance Survey, customerservices@ordnancesurvey.co.uk.
- 17.5 Notifying anyone other than the services listed in Appendix E.

17.6 Quality of service received from goods or services deemed to be as a result of an address issue.

18.Outcomes

18.1 A modern Street Naming and Numbering policy which is clear and easily understandable by our staff, developers and members of the public.

18.2 Appropriate involvement of all interested groups, including our Ward Members and Parish partners within the constraints of the legislation.

18.3 Address and street number systems which comply with the needs of the emergency services and occupants.

18.4 Addresses entered and maintained in all Council systems in British Standard BS7666 format

18.5 One address being used by all Council systems and national address databases.

19 Glossary

House naming – Amending a name or adding a name to a property.

In-fill – Property built between two existing properties or in the grounds of an existing property.

LLPG – Local Land and Property Gazetteer.

NLPG – National Land and Property Gazetteer.

NAG – National Address Gazetteer

Numbering – Allocating numbers and suffixes to properties e.g. houses, bungalows, flats, maisonettes, caravans (static), industrial units, retail outlets, etc.

Plot – The land on which a new property is being built.

Re-naming – Changing the name of an existing street.

Re-numbering – Changing the house number or suffix for another.

Street naming – Allocating a name to a new street.

Suffix – Letter following a number e.g. 24A, 24B,

19. References

The following documents were referred to by the Council in developing this policy:-

British Standard BS7666-1:2006. "Spatial datasets for geographical referencing – Part 1: Specification for a street gazetteer." 3rd Edition, July 2006

British Standard BS7666-2:2006. "Spatial datasets for geographical referencing – Part 2: Specification for a land and property gazetteer." 3rd Edition, July 2006.

Department for Transport Circular Roads 3/93

<http://webarchive.nationalarchives.gov.uk/+/http://www.dft.gov.uk/pgr/roads/tpm/tal/circulars/ular393streetnameplatesa4055.pdf>

Towns Improvement Clauses Act 1847 - Section 64 & 67

Public Health Acts Amendment Act 1907 - Section 21

Public Health Act 1925 – Sections 17-19

www.statutelaw.gov.uk/Home.aspx

Data Entry Conventions and Best Practice for the NLPG

<https://www.geoplace.co.uk/documents/10181/120974/GeoPlace+DEC-Addresses+v3.4+2016/9edcdf42-be01-455e-bd25-6c596f00b6ec?version=1.5>

Appendix A – Applying for Street Naming and Numbering

Who should apply?

- Individuals or developers building new houses, commercial or industrial premises, or:
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.
- Property and business owners wishing to amend their existing house name or add a house name to an existing numbered property.

When should I apply?

- Applications for new streets and addresses should be submitted when building works commence. This is important as:
 - A proposed new street must be approved by the Council before any addresses can be allocated to it, and;
 - Most utility companies are reluctant to install services where an official postal address has not been allocated.
 - Street naming and numbering can be a lengthy process

How do I apply?

- Online form - Via Adur and Worthing Councils website www.adur-worthing.gov.uk/naming-and-numbering
- E-Mail – LLPG@adur-worthing.gov.uk
- Post – Paper version of form available from Street Naming and Numbering, Portland House, 44 Richmond Road, Worthing, BN11 1HS
- At Office – Form available from Street Naming and Numbering, Portland House, 44 Richmond Road, Worthing, BN11 1HS (opening hours 9-5pm Mon-Fri)

Appendix B – Legislation Covering Street Naming & Numbering

Section 17: Public Health Act 1925 – Notice to Local Authority before street is named:

- (1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
- (2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by who notice of the proposed name of the street was sent, object to the proposed name.
- (3) It shall not be lawful to be set up in any street an inscription of the name thereof –
 - (a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and
 - (b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;

and any person acting in contravention of this provision shall be liable to a penalty not exceeding £200 and to a daily penalty not exceeding £1.

- (4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court,

Section 18: Public Health Act 1925 – Alteration of name of street:

- (1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- (2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
- (3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.
- (4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court

Section 19: Public Health Act 1925 – Indication of name of street:

- (1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription become illegible.
- (2) If any person, pulls down any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding £200 and to a daily penalty not exceeding £1.

Section 21: Public Health Acts Amendment Act 1907 – Power to alter names of streets

- (1) The local authority may, with the consent of two-thirds in number of the ratepayers [and persons who are liable to pay an amount in respect of council tax] in any street, alter the name of such street or any part of such street. The local authority may cause the name of any street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection.
- (2) Any person who shall wilfully and without the consent of the local authority, obliterate, deface, obscure, remove, or alter any such name, shall be liable to a penalty not exceeding level 1 on the standard scale.

Section 64: Towns Improvement Clauses Act 1847 – Houses to be numbered:

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding £200 for every such offence”.

Section 65: Towns Improvement Clauses Act 1847 – Numbers of houses to be renewed by occupiers:

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding £200 and the commissioners shall cause

such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.”

Appendix C – Street Naming Policy Guidance Note

The guidelines set out cannot cover all cases and the Council reserves the right to accept or reject street names suggested for other reasons.

1. Choice of street names – Guidelines

- Where an area, field or previous building has names or other items, such as plants and activities etc., historically associated with it, it is usual to preserve these in street names. Where there is no information to suggest a street name, a new one will be chosen. Rarely and only in special cases street names can be used to record local dignitaries or characters that the Council wishes to honour posthumously.
- If a “local” name is not suitable then there is no reason why any attractive name cannot be chosen. Where several streets are involved, a “theme” linking the names can be used to help identify the area.
- Experience has shown that streets with few houses are not well known and consequently, difficult to find. The Council’s policy is not to name streets with less than 6 properties where they can be numbered as part of a primary street.
- Cul-de-sacs accessed off a street which is itself a no through road, are sometimes confusing, and often requiring long descriptive “leading to” name plates. In certain circumstances it is more appropriate to use just one street name to describe all the streets which are linked to form a no through road.
- Where a new street is an extension of an existing street it is not normally necessary to give that section a new name. The Street Name and numbering sequence will continue from the existing street in most circumstances.
- Duplication of street names in the same area or within close proximity of another parish/town is not permissible, unless the street is a continuation of an existing street. A variation in the terminal word, example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name. The overwhelming desire of applicants is to repeat existing names in a new street or building titles (for instance a request for St Mary’s Close off an existing St Mary’s Way, near St Mary’s Church etc). This is not allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in circular 3/33.
- Avoid having two phonetically similar names within a postal area and within a district / borough - for example, Churchill Road and Birch Hill Road.
- Avoid aesthetically unsuitable names or names capable of deliberate misinterpretation.
- Street Names which could give offence are not acceptable nor are names which encourage defacing name plates.

- Street names should not be difficult to pronounce or awkward to spell (BS7666:2006). However the use of foreign names (i.e. town twinning) can be used if agreed by both parties.
- The Authority will have no informal adoption of unofficial 'marketing' titles used by developers in the sale of new properties (these often fall foul of our Policy on a number of counts and occupiers of such premises unfortunately feel aggrieved by the 'loss' of a supposedly prestigious address and its replacement with something perhaps a little more mundane. Names that may be taken as advertising (i.e. company name) will not be accepted.
- All new street names should ideally end with a suffix to distinguish a street from a building name or locality. The following list recommends usual practice. It is not exhaustive and sometimes other descriptive words are more appropriate:

Street

Road

Way

Avenue

Drive

Grove

Gate

Lane

Gardens - subject to there being no confusion with any local open space

Place

Crescent (for a crescent shaped road)

Close (for a cul-de-sac only)

Square (for a square only)

Hill (for a hillside road only)

Circus (for a large roundabout)

Vale

Rise

Row

Mews - officially a term for converted stables in a courtyard or land but considered acceptable for small terraced developments

Exceptions:

Single or dual names without suffixes in appropriate places (eg Broadway for major roads only).

Suffixes needing careful consideration as it may give a false impression of location:

End

Cross

Court

Side

View

Meadow

Park

Wharf

All these words can be incorporated in a street name provided it ends with an appropriate suffix (eg Mile End Lane).

- All new pedestrian ways should end with one of the following suffixes. It is not exhaustive and sometimes other descriptive words are more appropriate:

Walk

Path

Way

Twitten

- The use of multiple street name suffixes so that names can be used more than once (e.g. Orchard Drive, Orchard Close) or particularly long names are best avoided as these can cause problems with the emergency services, utility companies, delivery companies, automation of addresses and form filling. The Council will not normally accept similarly spelt or similar sounding names where they already exist in an area and will recommend strongly against multiple street name suffixes in an area of particularly long street names
- The use of North, East, South or West (as in Alfred Road North and Alfred Road South, or East or West) is only acceptable where the street is continuous and passes over a major junction. It is not acceptable when the street is in two separate parts with no vehicular access between the two. In such a case half should be renamed.
- The use of a name which relates to people either living, or deceased should be avoided. Except in exceptional cases determined by the Building Control Partnership Manager. Any personal names which relate to developers' personal friends or relatives will not be accepted.
- Street names must not commence with the word "The" or end in "s" where it can be construed as either possessive or plural.

2. Location of a Street

- The location allocated to each street determines the location or 'address' given to the property on that street. A 'town' name shall always be allocated to a street and locality only used in the following scenarios:
 - (1) where there is more than one street of the same name in the same town, or
 - (2) where the inclusion of a locality will avoid ambiguity in the identification of that street, particularly in urban and metropolitan areas, or

- (3) where a small settlement, with its own settlement name in common use, is in the same parish as a larger settlement but is distinctly separate, particularly in rural areas.

- **Towns:**

The name 'town' is a bit misleading as the town name can be a larger village, city, borough town or recognised settlement name. It is the geographic name of the town rather than the Royal Mail 'Post Town'. A good rule of thumb is to follow the existing town names from surrounding established streets or to confirm with neighbouring residents as to where they think they live.

- **Locality:**

A locality can be defined as "an area or geographic district within a town, village or hamlet that must be a recognised geographic name". The Council will not use the locality in the address unless it is necessary. In some instances it may be appropriate to record an industrial estate name as a locality if this adds better definition and avoids ambiguity within an address or location.

Appendix D – Property Numbering/Naming Policy Guidance Note

The guidelines set out cannot cover all cases and the Council reserves the right to accept or reject building names suggested for other reasons.

- A new street should be numbered with even numbers on one side and odd numbers on the other except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred. Longer cul-de-sacs have an odds and evens scheme ascending away from the town centre.
- Developers must not allocate numbering as part of their marketing strategy.
- Two buildings in one street may not have the same number.
- Convention requires number one always to be on the left-hand side of a street. Through streets are numbered odds and evens in the direction they would be accessed from the centre of the town or community. Convention is to number odds on the left and evens on the right when travelling away from the Town Centre; however, numbering also depends on the layout of the development and streets.
- Buildings will always be named or numbered into the street of which their main entrance or delivery point is accessed from.
- It will be acceptable for the number 13 to be avoided. The reason being that developers often report problems that they are unable to sell plots numbered as 13 because the number is believed to be unlucky.
- Buildings on corner plots are numbered into the street towards which the main entrance is accessed. If pedestrian access is not possible from that street, the building may be numbered with the street giving access. Occupier's preference will not be a relevant consideration.
- If a building has entrances in more than one street, then each entrance should be numbered in the appropriate street.
- If open space or undeveloped areas exist along a length of street it is usual to leave spare numbers. As a guide, one number per 4m frontage is used. The Street Naming and Property Numbering Officer will depart from this convention at their discretion. Open spaces can be used to allow numbers either side of a street to be brought in line with each other.
- If a suitable numbering sequence cannot be ascertained, temporary house names will be assigned to plot numbers until the numbering can be determined at a later date.
- In residential buildings (e.g., blocks of flats) it is usual to give each block a street number and each dwelling a number suffix e.g. Flat 1, 24 etc

- Existing buildings divided into separate flats or business premises will be given one street number and number suffixes of "1", "2" etc. e.g. Flat 1, 24, Flat 2, 24, etc. Commercial premises will be allocated numbers and the prefix Unit, Office or Suite (for offices only).
- When flats are numbered internally they will be numbered not lettered e.g. Flat 1, 24, **not** Flat A, 24; **nor** 24A.
- For all Flats, the word Flat should precede the number. The number should not appear on its own.
- All new residential building names should end with a suffix, examples are provided in the list below. It is not exhaustive and sometimes other descriptive words are more appropriate.

Apartments – for flats and other residential buildings

Mansions – other residential buildings

House – residential blocks or offices

Court – for flats and other residential buildings

Point – high residential blocks only

Tower – high residential or office blocks

Heights – high residential or office blocks

- For private houses in existing unnumbered streets it is essential that the houses are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of their unnumbered house must also apply to the Authority.
- For private houses it is sufficient that the name should not repeat the name of the street or that of any other house or building in the area.
- Infill plots, i.e. properties built between existing properties or in the grounds of an existing property, will be given the same house number before the infill followed by suffix of "A", "B" etc. e.g. 24A, 24B etc. To include the new houses in the numbered street sequence would involve unacceptable renumbering of all the higher numbered houses on that side of the street.
- If additional plots are added to a proposed development at a later date, e.g. due to a revised layout, these plots will be allocated existing numbering with suffixes of "A", "B" etc. e.g. 24A, 24B etc.
- Private garages and similar buildings used for housing cars, and such like, will not be numbered.
- Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix 'Annexe' as part of the address. The remainder of the address will be the same as the parent property e.g. Annexe, 34 Another Road. If the annexe has a separate entrance the address will take on a suffix added to the existing number and will still need to include the prefix 'Annexe', ie., Annexe 34A.

- Where a property has a number, it must be used and displayed. Where a name has been chosen to a property with a number, the number must always be included; the name cannot be regarded as an alternative. This is enforceable under section 65 of the Town Improvement Clauses Act 1847.
- For commercial businesses, a unit number or an office number is to be applied as part of the address. The organisation name does not form part of the official address as organisation names can frequently change and can cause problems for Emergency Services locating the premise.

The display of names and numbers

- Every number or name, or number and name, of any building in any street, way, place, row of houses or block shall be marked:-
- On the building, the entrance gate, boundary wall or fence immediately adjacent to the gate or entrance of such a building, or in such other position as to be clearly visible from the street or way in which the building is situated.
- With numerals or lettering of such colour as to contrast with the background against which they are displayed.
- With numerals or letters of sufficient size to render them clearly visible from the street or way in which the building is situated.
- In durable, non-absorbent material, which expression shall be deemed to include paint.
- If you are in doubt about the displaying of the name and number you are advised to consult the regulations and contact the Planning Department for further advice.

Appendix E – Organisations & services we inform of new or changed addresses

- **External**

West Sussex County Council
West Sussex Fire and Rescue Service (WSFRS)
Sussex Police
South East Coast Ambulance Service
Royal Mail
Valuation Office Agency
Land Registry
Ordnance Survey
British Telecom
Southern Gas
Southern Water
EDF Energy
GeoPlace/National Land and Property Gazetteer

- **Internal**

Building Control
Council Tax
Non Domestic Rates
Electoral Registration
Environmental Health
Local Land Charges
Planning Services
Waste & Recycling